

STROUD HIGH SCHOOL

GOVERNING BOARD

**COMMITTEE STRUCTURE AND
TERMS OF REFERENCE**

2017- 2018

February 2018

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Students, Staff Members

The Role of the Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time. Please refer to Clerk to the Governors Job Description

Disqualification – Governors, Headteacher, Business Manager

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time and in line with their Job Description
- The Clerk to the Governors will normally clerk all committee meetings

Disqualification – the Headteacher

The Governing Board

The Governing Board needs to take a strategic role, act as a critical friend to Stroud High School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board and their terms of reference***
- To appoint the Chair of any committee
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To approve the first formal budget plan of the financial year***
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary***
- To monitor the progress of work being undertaken by committees and individuals
- **To review the delegation arrangements annually***
- *Any items which individual governing boards may wish to include*

*these matters cannot be delegated to either a committee or an individual

Membership – As per the Articles of Association

Quorum: One third of the number of Governors in post (Article 114)
(Except 2/3 subject to Article 116)

Details of Members and Terms of office see relevant documents on website

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Board	31/01/18
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Steering Group Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher, the Deputy Headteacher, the Business Manager and the Chairman and Vice Chairman of Resources, Student & Learning and Communications & Admissions Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Board as a whole. The terms of reference give an indication of this broader perspective. **If the Governing Board decides not to have this committee these terms of reference are of such import they will be transferred to the Governing Board.***

Terms of reference:

- To meet at least three times a year to agree the work of the Governing Board and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To establish and keep under review the school's Prospectus
- To establish and keep under review Collective Worship Policy
- To establish and keep under review Attendance Policy
- To establish and keep under review Crisis Plan and procedures
- To establish and keep under review the Safeguarding Policy
- To establish and keep under review a protocol for the Governing Board
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan
- To oversee and monitor the school's compliance of Key Documents
- To oversee and monitor the school profile
- To consider recommendations made by committees with regard to the working of the Governing Board
- To make recommendations to the Governing Board to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and to offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Board
- *Additional items which the Governing Board may wish to include*

These terms of reference agreed by the Governing Board

31/01/18

Quorum: 3 Governors

Communications Committee (including Admissions and Online Safety)

Terms of reference:

- To meet at least three times a year
- To report regularly to the Governing Board
- To recommend courses of action to the Governing Board whenever appropriate
- To determine within statutory provisions and the Governing Board policy whether any student should be admitted to the school*
- To review admissions arrangements, including Open Days and Testing and to make recommendations for changes to the governing Board
- To monitor the Admissions Appeals process to ensure compliance with the guidance
- To monitor Data Protection within the school
- To monitor the effectiveness of implementation of GDPR
- To oversee a wide range of aspects relating to the communications between governors and all relevant stakeholder groups
- To support the development and monitoring of communication strategies
- To support the development and monitoring of the school's position in local, national and international communities
- To support the development and monitoring of the marketing strategy for the school
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To establish and keep under review the whole school Admissions Policy
- To establish and keep under review the whole school Exclusions Policy
- To establish and keep under review a Complaints policy
- To establish and keep under review a Freedom of Information publication scheme
- To establish and keep under review the International Dimension Policy
- To establish and keep under review the SHS Privacy Notice GDPR for staff
- To establish and keep under review the SHS Privacy Notice GDPR for parents and students
- To monitor the SHS Data Retention Schedule
- *Additional items which individual Governing Boards may wish to include*

***cannot be delegated to an individual**

Membership – It is considered good practice to appoint the Headteacher onto any committee responsible for admissions, but headteachers cannot act in place of the Governing Board in determining the school's admissions policy, or in deciding on the admission of any individual student.

Disqualification - none

These terms of reference agreed by the Governing Board	31/01/18
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Quorum: 3 Governors

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To approve the first formal budget plan of the financial year (delegated authority)
- To consider a budget position statement including virement decisions at least every other term ie 3 times a year, and to report significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of the DfE and follows financial standards guidance.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To ensure that the Central Record of Recruitment and Vetting Checks for Stroud High School is maintained and ensure a list is maintained in partner schools
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To establish and keep under review compliance with the Equalities Act
- To oversee any process leading to staff reductions
- To establish and keep under review a Recruitment Selection Policy and procedure
- To establish and keep under review a Confidential Reporting Procedure (Whistle Blowing) Policy
- To establish and keep under review a Leave of Absence Policy
- To establish and keep under review a Physical Contact Policy
- To establish and keep under review Staff Development Policy
- To establish and keep under review Capability and Conduct Procedure Policy
- To establish and keep under review Staff Discipline and Grievance Policy and Procedures
- To establish and keep under review Redundancy Policy
- To establish and keep under review the Appraisal Policy
- To establish and keep under review the Sickness Policy
- To establish and keep under review the Finance Policy
- To establish and keep under review a Charging and Remissions Policy
- To establish and keep under review a Governors' Expenses Policy
- To establish and keep under review Complaints policy
- To establish and keep under review the Staff Expenses Policy
- To establish and keep under review the Investment Policy
- To establish and keep under review any other HR related policy as recommended by DfE and / or HR consultants
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To keep under review staff work/life balance, working conditions and well-being
- To monitor absence
- To make recommendations on personnel related expenditure
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To establish and keep under review the Health and Safety Policy and its practice and to make revisions where appropriate
- To establish and keep under review Pay Policy (Teaching Staff)
- To establish and keep under review Internal Appeals Policy
- To establish and keep under review ICT Staff/Volunteer Acceptable Use Agreement
- To establish and keep under review ICT Student Acceptable Use Agreement
- To establish and keep under review e-safety Policy
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, including, Health & Safety and Internal Audit. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for repairs and maintenance of premises
- To make recommendations on premises-related expenditure
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing board policy
- To establish and keep under review a Premises Development Plan (Masterplan)
- To establish and keep under review an Accessibility plan
- *Additional items which individual the Governing Board may wish to include*

Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference agreed by the Governing Board

31/01/18

Quorum: 4 Governors

Student Learning Committee

Terms of reference:

- To consider and advise the Governing Board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Resources Committee decisions and to make recommendations to the relevant committee(s) or the Governing Board
- To make arrangements for the Governing Board to be represented at school improvement discussions with the SIP and for reports to be received by the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, including, SEN, ECM and Safeguarding. To receive regular reports from them and advise the Governing Board
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To oversee arrangements for Educational Visits and the Policy for Offsite Visits
- To establish and keep under review Sex and Relationships Policy
- To establish and keep under review Special Education Needs Policy
- To establish and keep under review the Anti Bullying Policy
- To establish and keep under review the Assessment, Recording and reporting Policy
- To establish and keep under review the Able, Gifted and Talented Policy
- To establish and keep under review the Homework Policy
- To establish and keep under review the Teaching and Learning policy
- To establish and keep under review the Drugs Policy
- To establish and keep under review the Positive Behaviour Management Policy
- To establish and keep under review an Exam Policy
- To establish and keep under review an Access plan
- To establish and keep under review an Internet Filtering Policy
- To establish and keep under review a Support, Care and Guidance Policy
- *Additional items which the Governing Board may wish to include*

These terms of reference agreed by the Governing Board

31/01/18

Quorum: 3 Governors

Headteacher's Appraisal Committee

Terms of reference:

- To arrange to meet with the School Improvement Partner to discuss the Headteacher's performance targets
- To decide, with the support of the School Improvement Partner, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Pay Review Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Board may wish to include*

Membership – 2 or 3 Governors – appointed by the Steering Group and in agreement with the Headteacher

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	31/01/18
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Review Officer	The Chairman of Governors
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Quorum: a minimum of 2 Governors

Pay Review Committee

Terms of Reference

- To apply the relevant parts of the Pay Policy on behalf of the Governing Board fairly and equitably (this role is shared between this committee and Resources Committee)
- To ensure that the Governing Board meets its legal and contractual obligations in relation to pay and related conditions of service
- To ensure that all members of staff have a current and accurate job description and that this document is regularly reviewed
- To ensure that appropriate arrangements for the Headteacher's Appraisal are made by the appointed governors in accordance with the school's Appraisal Policy
- To undertake appropriate annual reviews of salary for:
 - Teachers on the Main Scale
 - Teachers on the Upper Pay Scale
 - Advanced Skills Teachers
 - Head Teacher and other members of the Leadership Group
 - Support Staff
- To receive recommendations from Reviewers regarding the performance and pay progression of teachers following moderation as laid down in the Appraisal Policy.

The Pay Review Committee will keep its work and the results of individual reviews and decisions confidential. The committee chair will report to the whole Governing Board periodically regarding progress and the work of the committee but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors and the Chair of Resources Committee.

Membership – 5 Governors with voting rights

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	31/01/18
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Quorum: 3 Governors with voting rights
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Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- **To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – Normally 3 or 5 Governors not involved in the matter of concern

NB. The Governing Board will appoint 5 governors who will serve as the Appeals Committee. Any governor who has a connection with the parties involved in the case that could affect their ability to act impartially will not serve at the appeal. If, through non-attendance of a governor, an even number of governors sits on the committee, the chair of the committee has the casting vote.

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Board	31/01/18
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Quorum: 3 Governors

Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include*

*cannot be delegated to an individual

Membership – no fewer members than the Hearings Committee

NB. The Governing Board will appoint 5 governors who will serve as the Appeals Committee. Any governor who has a connection with the parties involved in the case that could affect their ability to act impartially will not serve at the appeal. If, through non-attendance of a governor, an even number of governors sits on the committee, the chair of the committee has the casting vote.

Disqualification – The Headteacher

Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Board	31/01/18
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Quorum: 3 Governors

Student Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a student is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- *Any items which individual governing boards may wish to include*

Membership – Normally 5 Governors and not less than 3 Governors

NB. The Governing Board will nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. Any governor who has a connection with the student or the incident that could affect their ability to act impartially will not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair of the committee has the casting vote.

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Board	31/01/18
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Quorum: 3 Governors

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school, with the agreement of the Headteacher, with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board, or the relevant Committee, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Area Of Responsibility	Name of Governor	Liaising with
Safeguarding	Mrs J Phillips	Child Protection Co-ordinator
SEND	Mr A Cutbill	SENCO/Headteacher
Target Setting	Mrs J Phillips Dr D Davies	Headteacher/SIP
Internal Audit	Mr P Putnam	Business Manager
Health & Safety	Mrs J Phillips	Business Manager
Online Safety governor	Mr K Withers	Deputy Head
Looked After Children	Mrs J Phillips	Headteacher
Data Protection	Mrs J Phillips	DHT / Business Manager

These terms of reference agreed by the Governing Board

31/01/18